

## **HAZARD COMMUNICATION PROGRAM**

1. Purpose. This document establishes the District hazard communication (HAZCOM) program.
2. Applicability. This document applies to all elements of the Portland District.
3. References.
  - a. Title 29, CFR Parts 1910.1200 and 1450
  - b. DOD Instruction 6055.1.
4. Definitions. As defined by Title 29, CFR Parts 1910.1200 and *1450*.
5. General. All personnel exposed or potentially exposed to hazardous chemicals or materials will be made aware of the exposure hazard and countermeasures or controls required to protect themselves. Hazardous chemicals or materials may be in either a solid, liquid or gaseous state.
6. Responsibility.
  - a. District SOHO will:
    - (1) Maintain information on hazardous materials for research and training.
    - (2) Coordinate worker education/training with occupational health and supervisory personnel
    - (3) Conduct HAZCOM training.
    - (4) Evaluate the HAZCOM program annually.
  - b. Director of Contracting will:
    - (1) Require a material safety data sheet (MSDS) from the contractor or supplier for each hazardous item procured.
    - (2) Initiate action IAW AR 700-141 to incorporate within contracts the requirement to obtain an MSDS from the contractor or supplier.
  - c. Supervisors will:
    - (1) Ensure personnel receive adequate training to protect them from the hazards of each chemical or chemical product in their work area
    - (2) Ensure hazardous materials containers are properly labeled and stored.
    - (3) Provide and require the use of appropriate PPE for each operation in their work area.
    - (4) Ensure MSDS is requested when ordering materials.
    - (5) Maintain MSDS on all hazardous/toxic material used in his/her shop.
    - (6) Maintain current lists of hazardous materials in the work area in all cases, copies of work area hazardous materials lists will be readily available for fire and emergency personnel.
    - (7) Ensure that personnel authorized to handle shipments and inventory chemical substances are trained to identify shipments of packages which, due to damage, unreadable labels or other problems, should not be accepted.

d. All personnel will:

- (1) Read and use the information on hazardous materials labels and MSDS.
- (2) Use PPE as instructed.
- (3) Communicate unsafe work practices and workplace hazards to their immediate supervisor.
- (4) Request MSDS for each hazardous material procured locally, or brought into District work areas under a contract.

7. Training. Personnel are to be informed of all potential workplace chemical hazards, prior to assignment to a workplace. The degree of training will be determined by the seriousness of the threat, likelihood of exposure and frequency of use. Training will be conducted prior to work with chemicals and refresher training when physical or health hazards are introduced.

a. Training will be documented, including signatures of the trainer and trainee. Records are to be maintained for the duration of employment.

b. Methods of instruction may include formal classes, work area meetings, and audio visual presentations as appropriate.

c. Employee training will cover, as a minimum, the following six subjects:

- (1) How to detect the release of hazardous chemicals.
- (2) The hazards of all chemicals in the employee's work area and the dangers of any job they may have to do.
- (3) How the employee can protect his/her self from these dangers, to include safe work practices and use of protective clothing and equipment..
- (4) The details of the District HAZCOM Program and the workplace program developed by the supervisor.
- (5) The meaning of work area chemical warning labels, an explanation of MSDS.
- (6) Emergency evacuation and notification procedures.

d. All personnel will:

- (1) Read and use the information on hazardous materials labels and MSDS.
- (2) Use PPE as instructed.
- (3) Communicate unsafe work practices and workplace hazards to their immediate supervisor.
- (4) Request an MSDS for each hazardous material procured locally, or brought into district work areas under a contract.

8. MSDS. Each MSDS must include:

- a. The material's identity, including the chemical and common names and in the case of mixtures, all ingredients which have been determined to be health hazards.
- b. The name, address and phone number of the manufacturer.
- c. List of physical and chemical hazards and characteristics; i.e., flammable, explosive, corrosive, etc.
- d. List of health hazards, including acute affects such as burns or unconsciousness, which occur immediately; and chronic affects such as allergic sensitization, skin problems, or respiratory disease.
- e. Safe exposure limits, such as PEL or TLV and symptoms of over exposure.
- f. Any generally applicable precautions or control measures which are known to the manufacturer.
- g. Emergency procedures to include first aid treatment, emergency phone numbers and how to deal with spills and leaks.
- h. How to collect and dispose of waste materials.
- i. The date the MSDS was prepared or last revised.

9. Labels.

- a. All chemical containers will be clearly labeled.
- b. Labels will identify the chemical, include hazard warnings and the name and address of the manufacturer.
- c. Labels are not required on portable containers into which the hazardous chemicals are intended for immediate use by the person who performs the transfer. However, if the container is to be used for storage exceeding the time limit of one work shift (generally eight hours), the container must be labeled.
- d. Chemicals in small containers which are obtained from a supply room and distributed to work station storage locations must have a hazard identification label applied before leaving the supply room.
- e. If chemical containers have damaged or unreadable labels, they will be returned to the supply room to be relabeled or evaluated for disposal.